

# Voter Identification Required Prior to Voting

Before the polls open, post the ID Required placard at all entrances to the polling place and inside the polling place where they will not be missed by voters.

A member of the election board must verify that the picture on the ID matches the voter. The name on the ID must also match the name on the voter registration list in the poll book. If the voter does not have in their possession a required photo ID, they may sign the Personal Identification Affidavit. After signing the affidavit, the voter will be issued a ballot which will be deposited in the ballot box for tabulation with all other ballots.

## Initial Greeting of Voters

It is recommended that a member of the election board greet voters as they arrive at the polling place **before** they reach the poll book clerk to determine:

1. If the voter is in the correct polling place.
  - a) If not, locate the correct polling place and direct the voter to the correct location.
2. If the voter has photo ID.
3. If the ID is on the list of acceptable IDs.
  - An Idaho driver's license or identification card.
  - A U.S. passport or Federal photo identification card.
  - A tribal photo identification card.
  - A current student photo ID, issued by an Idaho high school or post secondary educational institution.

The voter is in the correct polling place and:

1. **Is registered**
  - **Has acceptable photo ID**, direct the voter to the poll book clerk.
  - **Is not able to present a required photo identification**, the voter may fill out and sign the Personal Identification Affidavit. The voter shall sign the Personal Identity Affidavit in order to vote. Signed Personal Identification Affidavits shall be stored with the poll book, election ballots and other election materials for 5 years by the county.
2. **Is not registered**
  - **Has photo ID with proof of residence**, direct them to the Election Day registration table to fill out a registration card before proceeding to the poll book clerk.
  - **Does not have photo ID with proof of residence**, voter must return with a photo ID and proof of residence (see the Election Day Registration placard and manual for required information).

To reduce waiting time for voters, it is recommended that the election worker assigned to greet voters carry a clip board and pens, with a list of acceptable IDs, copies of the Personal Identification Affidavit and registration cards, so that voters may fill out documents while in line if necessary.

## **Poll Book Clerk**

1. The poll book clerk asks for the voter's name and to see their photo ID.
2. If the voter has photo ID, the clerk checks the list of acceptable forms of ID.

Acceptable forms of ID are:

- An Idaho driver's license or identification card.
- A U.S. passport or Federal photo identification card.
- A tribal photo identification card.
- A current student photo ID, issued by an Idaho high school or post secondary educational institution.

The ID is acceptable if the photo matches the person and the name matches the name in the poll book. Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.

3. The voter:
  - **Has an acceptable ID** and the photo matches the person and the name on the ID matches the name in the poll book, ask the voter to sign the poll book.
  - **Does not have an acceptable ID**, the voter may fill out and sign the Personal Identification Affidavit. The voter shall sign the Personal Identity Affidavit in order to vote. Once the affidavit is filled out, the voter and the poll book clerk sign the affidavit, the poll book clerk instructs the voter to sign the poll book and writes "affidavit" in the remarks column.
4. Direct the voter to the issuing clerk for a ballot.

Signed Personal Identification Affidavits shall be stored with the poll book, election ballots and other election materials for 5 years by the county.

**Important: "If in doubt, fill it out."** If the poll book clerk has any doubt about the photo ID, ask the voter to fill out the Personal Identification Affidavit.